

YOU and your ***TOWN***



Prepared in collaboration with the

NATIONAL and
LOCAL GOVERNMENT
OFFICERS ASSOCIATION



Publications on Social Studies

Your Parliament

Describes clearly and simply what Parliament is, how it works and how it is elected, in 32 fully illustrated pages. Prepared in collaboration with the Hansard Society. *Price 2/6.*

WALLCHARTS

You and Your Town

Twenty charts illustrating the working and functions of local government. Completely revised in collaboration with the National and Local Government Officers Association. 18" x 12". *Price 40s.*

Election and Parliament

Shows the organisation of a general election, how Parliament works and what it does. Set of 2 charts, size 20" x 30". *Price 10s.*

The Law

Six charts depicting the origins of the Law and the organisation of criminal and civil courts, with an explanation of the duties and powers of Judges and Barristers. Size 19" x 24". *Price 20s.*

The Structure of Industry

Shows the background of how industry works: the requirements for production, the flow of supplies from raw materials to distributive organisations and how workers in Britain are placed with regard to the various trades and services. 4 charts, size 19" x 24". *Price 14s.*

FILMSTRIPS

Filmstrips on Local Government already produced in collaboration with the National and Local Government Officers Association include "The Clerk of the Council", "The Medical Officer of Health", "The Municipal Engineer", "The Chief Education Officer" and "The Municipal Architect". These and many others on social studies subjects are available free on preview from

EDUCATIONAL PRODUCTIONS LIMITED

EAST ARDSLEY, WAKEFIELD, YORKSHIRE

Monkwick
Secondary School

YOU and your TOWN

PUBLISHER'S NOTE

In a booklet of this size the many differences in British local government which occur from district to district cannot all be mentioned. It is, therefore, quite possible you may find that some of the procedures, etc., described in the following pages are not exactly the same as those in your own locality.

THE ANIMALS of the forest held a great meeting. Argument was endless, and nothing was decided, so that at last the Jackdaw suggested: 'Let us meet again to-morrow and choose three of the wisest and best among us to settle our affairs'.

On the following day it rained, and few came to the meeting-place. The Rabbits stayed snug and dry in their holes; the Water-rats refused to leave their homes, lest the streams should rise and flood them, while the Squirrels chattered of the coming winter and declared that they would waste no more time at meetings.

At the meeting Owl, who loved to hear his own voice, spoke solemnly and long, so that the animals cried: 'Owl is wise; let him be one of the rulers!'

'Let Jay be another', said a blackbird, 'for he has the loudest voice'.

Others shouted for the Fox, who was cunning, they said, and would outwit their enemies.

So these three became rulers of the forest. Soon, however, the animals grew tired of listening to the long speeches of Owl, who in truth was a foolish bird. Jay was no better, for he uttered nothing but squawks. As for Fox, he tricked his friends more often than he outwitted their enemies.

Soon there was a great outcry in the forest, and the animals complained bitterly of their rulers.

The Rabbits, the Water-rats and the Squirrels complained most loudly of all!

And the same applies to humans, of course. If you are entitled to vote and do not take the trouble to do so, you have only yourself to blame if your town is not run as you would like it to be.

Earning the right to vote

LOCAL GOVERNMENT covers our country like a patchwork quilt. Some pieces are large, some are small; some are quite old, others are recent. The whole of Britain is covered with this patchwork of local authorities, varying from county councils looking after perhaps 2,000 square miles, to tiny parish councils which may do no more than look after a few allotments in a village. The difference in size of the areas covered will be apparent from the titles. Between authorities of the same type, however, there may still be great differences—for example, the population of certain boroughs may vary from a few thousand to over one hundred thousand. The functions of the different councils also vary.

In most areas powers are shared between two or more authorities. For example, if you live in a non-county borough (such as Romford, Cambridge or Chesterfield) or in a London borough (such as Hampstead, Hammersmith or Stepney), you will find that the *local* council is responsible for the collection of refuse and waste paper, but that your schools are run by a larger authority whose offices may be many miles away. This 'dual' or 'two tier' system makes local government still more complicated.

You may find all this very confusing. And indeed, local government in Britain today is rather a muddle. The trouble is that nobody knows quite how or where to start a re-organisation, and local authorities find it hard to agree among themselves as to the sort of system that should replace the present one.

One thing is certain, however; no system of local government will work really well unless councils have the interest and support of the people in their areas. It is upon the citizen, upon *you*, whether you be a voter now or a voter of the future, that the success of local government really depends.

If you are a voter, your duty as a citizen demands far more than an occasional visit to the polling station to record your vote. This is only one of the many duties of a good citizen. Before you vote for Smith, Brown or Jones, you should know what the council does and can do; you should consider what more you would like it to do to make your town or village a cleaner, healthier, happier place; you should find out which of the candidates is most likely to support the measures you believe in.

It is not sufficient merely to use your vote. You must first earn the right to use it.

YOUR LOCAL AUTHORITY

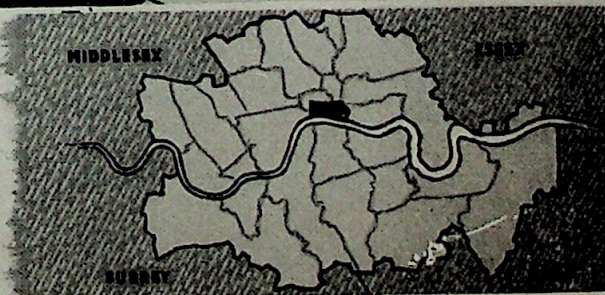
- Can only use powers given by Acts of Parliament
- Is a 'Corporate Body' - may conduct business and own property as an individual
- Employs local government officers and staff
- May be one of several types:-



SPECIAL CASE

LONDON COUNTY AREA is administered jointly by London County Council and Metropolitan Borough Councils

CITY AREA is administered by City of London Corporation (only partly subject to London County Council)



What local authorities can, and cannot, do

THE *powers* of a council are made up of the things the council may do if it wishes. Its *duties* are the things which must be done, whatever the views of the council. For example, a council has the power to water the streets in dry, dusty weather, but members of the council *may* consider that such action would be too expensive, or an excessive drain on water supply during a dry spell, and decide against it. On the other hand, the council *must* provide for the proper disposal of sewage.

To some extent the functions of different authorities overlap. Libraries, for example, may be provided either by district councils or by the county council of whose area they form part. In some cases county councils delegate their powers to other authorities. The important work of town and country planning, for example, is often carried out in part by district councils on behalf of the county council.

Local authorities often acquire additional powers to those originally conferred upon them. This is done by promoting Bills in Parliament which, if passed, give councils legal powers which vary widely according to local requirements. Even quite small authorities often have their own Acts of Parliament.

Still further differences are brought about by the adoption by councils of local bye-laws. For example, residents may be forbidden to build unsightly sheds in their gardens, or to create a nuisance by annoying neighbours with noisy loudspeakers.

One point we must always remember — the great majority of local authorities may only take action which has been specifically permitted by law. An understanding of this important point will make it clear to those many citizens who, when they see an abuse which they think should be rectified, or a need which should be met, tend to ask why the council does nothing about it. Very often the council is just as anxious to do something about it as they are, but can do nothing because Parliament has made no provision, or the existing law does not allow it.

In general, county boroughs, being independent 'all-purpose authorities', have the widest range of powers and duties. County councils have a lesser range, since certain functions are entrusted to the county districts (non-county boroughs, urban and rural district councils) within their boundaries. The functions of non-county boroughs and urban district councils are almost identical. Next come rural district councils and, finally, parish councils, whose powers are very limited.

London provides a special case. Here, the functions are divided between the London County Council and the Metropolitan boroughs, whilst the City of London Corporation has a special privileged position entirely its own.

COUNTY BOROUGH COUNCIL
provides and controls all
services in its area



**CHILD
CARE**

AMBULANCES 



**FOOD
INSPECTION**

**ROADS &
BRIDGES** 



WELFARE

LIBRARIES 



**TOWN
PLANNING**

**PARKS &
BATHS** 



ALLOTMENTS

HOUSING 



WATER

**STREET
LIGHTING** 

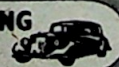


**PASSENGER
TRANSPORT**

**WEIGHTS &
MEASURES** 



POLICE

LICENSING 



EDUCATION

**SEWAGE &
REFUSE
COLLECTION** 



**MATERNITY
& CHILD
WELFARE**

**SUPPRESSION OF
NUISANCES** 

**BUILDING
INSPECTION** 



**FIRE
SERVICE**

COUNTY COUNCIL
in other areas may control



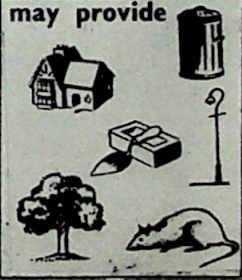
LONDON COUNTY COUNCIL
has wider powers than
normal county

**BOROUGH or URBAN
DISTRICT COUNCIL**
usually controls,
in its area



METROPOLITAN BOROUGH
has less powers than
normal borough

**RURAL DISTRICT
COUNCIL**
may provide



**PARISH COUNCIL
or MEETING**
may provide



The council

A MAYOR may be either a man or a woman. The position is a very important one because the mayor is, by law, the first citizen of the town. The mayor has an impressive robe of traditional design, trimmed with fur, and a gold chain is usually worn from which is suspended a badge with the arms of the borough on it. On important occasions (when the mayor wears the robe) a mace-bearer walks in front carrying the mace, the mayor's symbol of authority.

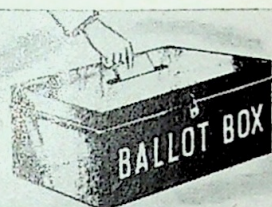
Only a borough has a mayor, who is usually chosen from among the aldermen and councillors. County councils, urban district, rural district and parish councils have a chairman instead of a mayor. A chairman does not have any robes or a mace, but may have a badge worn on a chain or a ribbon. A chairman's duties are about the same as those of a mayor and both of them may be paid an allowance to meet official expenses.

Aldermen are elected only by the councillors of county councils and borough councils. They are elected in the proportion of one alderman to every three councillors, but they need not necessarily have to serve as a councillor before being elected an alderman. They serve for six years and can then be re-elected for further periods of six years.

All councillors serve for three years and may then seek re-election by the electors. In most of the areas one-third of them retire each year.

Almost anyone over the age of twenty-one, whether man or woman, may be elected to the council of the area in which they live. They must not be employed by the local authority which they serve, however, nor be a lunatic, or a convicted criminal.

Although councillors and aldermen are unpaid and most of them give all or most of their leisure time without any financial reward, they are now able to claim the refund of certain expenses, such as fares to and from meetings, and loss of earnings resulting from absence on council duties. This provision has enabled many members to take a more active part in the affairs of the council on which they serve, since not all the business of a large council can be transacted in the evenings after working hours.



YOU VOTE in your
WARD OR
ELECTORAL
DIVISION

TO
ELECT

MEMBERS

- must be*
- On voters list
 - British subjects over 21
 - and must*
 - Own property in area
 - or*
 - Have lived there 1 year



COUNTY BOROUGH or **NON-COUNTY BOROUGH**

- Usually 3, 6, or 9, each ward
- One third retire each year
- Each holds office three years

WHO
EVERY
THREE
YEARS
ELECT

COUNTY

- One from each division
- Retire en-bloc every three years



- One to every three Councillors (1 to 6 in London)
- Hold office six years
- Need not be from council

ELECT

ELECT

MAYOR



CHAIRMAN

URBAN OR **RURAL DISTRICT**

- Three from each ward
- Hold office three years
- Either one in three retires yearly or all retire every three years

- Holds office one year
- Need not be from council
- Becomes J.P. by virtue of office during his term

- Councillors and Aldermen are unpaid
- Mayor usually has annual allowance for expenses

PARISH COUNCIL **VILLAGES OVER 300 POPULATION**



- 5-15 members
- Hold office three years
- Elected by meeting or poll

The officers

A LOCAL AUTHORITY employs workers of many different kinds, ranging from road-sweepers and dustmen and many other manual workers or craftsmen to solicitors, doctors, accountants and other members of the professions.

The town clerk (or clerk of the council) is the council's chief officer. As well as having responsibility for the general organization of the administrative machine he must be well informed on all legal matters connected with local government. He may be asked to give impromptu answers to tricky legal questions during council meetings.

The council's money matters are the responsibility of the treasurer, as head of the finance department. His biggest job of the year is the preparation of the annual estimates of expenditure for the coming twelve months.

The surveyor, or engineer, usually has a very large department to administer. He is primarily an office worker, but under his direction work is carried out by engineers and surveyors, draughtsmen and planners, clerical workers, costing clerks, clerks-of-works, foremen and manual workers of many kinds.

Many councils today also employ an architect, who may also be responsible for town planning. Some authorities, however, still leave these matters under the control of the surveyor.

The medical officer of health, too, is largely an office worker, although he must, of course, be a qualified doctor. He is usually also responsible for, or at least connected with, the medical service for schools and the public health inspectors.

Not all authorities are responsible for their own education service. Those that are must employ an education officer, who has probably the largest department of all, for, in addition to his office staff, he has under him inspectors of schools, organizers, and a large staff of teachers. He is also often responsible for the youth service and adult education.

The Children's Officer and her child care staff are appointed to administer and supervise the care of children in Children's Homes, and foster homes in which are placed children who cannot live with their own parents, for example owing to the breaking up of the family by illness, neglect, or some other domestic tragedy.

Librarians and curators are employed to look after libraries, museums and art galleries.

For protection, the services of the police and fire brigade are well known, but there are other ways in which the local council offers protection. For example, every county council and county borough council employs inspectors of weights and measures, who are responsible for checking weighing and measuring appliances used by tradespeople. At any time the inspectors can visit shops to check these appliances to ensure that the public is getting correct measure

LOCAL GOVERNMENT OFFICERS

MUST include

- Must be qualified and experienced
- Appointed and paid by local authority
- Put council's decisions into action



1 CLERK (OR TOWN CLERK)

- Usually a solicitor
- Responsible for all legal, administrative, and secretarial work
- Is chief co-ordinating officer

2 TREASURER

- An accountant
- Responsible for authority's accounts, payments, rate collection, etc.



3 SURVEYOR

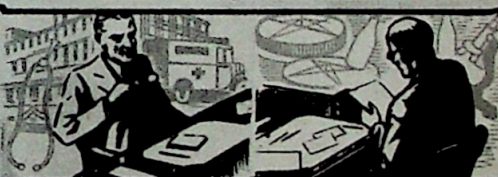
- An engineer or surveyor
- Supervises buildings, roads, etc.
- May also be authority's architect, or water engineer

4 MEDICAL OFFICER

- A doctor
- Responsible for medical services and general health

5 PUBLIC HEALTH INSPECTOR

Responsible for sanitary conditions



6 EDUCATION OFFICER

- Responsible for general education

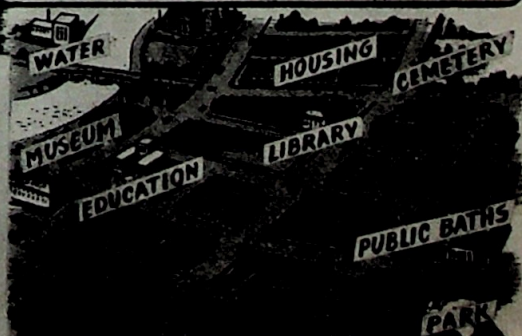
7 CHILDREN'S OFFICER

Responsible for children who have to be removed from their homes



MAY also include

ARCHITECT
HOUSING MANAGER
LIBRARIAN
PARKS & BATHS SUPERINTENDENTS
PUBLIC RELATIONS OFFICER
ROAD SAFETY ORGANIZER
WATER ENGINEER
WEIGHTS & MEASURES INSPECTOR
ETC. ETC.



In the council chamber

COUNCIL MEETINGS are usually held each month. They are conducted formally, with the Press and, usually, members of the public present. Some of the smaller authorities, however, make no provision for the attendance of members of the public. In the case of boroughs, the mayor wears his robes and chain of office on these occasions, whilst the town clerk wears his wig and gown.

Most of the talking at council meetings is usually done by the chairmen of the various committees who have to present reports of the work of their committees. A chairman may be questioned on any item appearing in his committee's report.

Any member wishing to raise an important matter usually has to give notice of a 'motion', and this is printed on the agenda paper for the meeting. Questions and minor points on reports before the council can, of course, usually be raised without notice. Fierce debates often take place, but sometimes controversial matters are discussed 'in committee' or '*in camera*' (i.e., privately) or in a general purposes committee (which may consist of the whole council) before the public meeting takes place. Many people — especially journalists — think this is undesirable practice, and if carried too far it certainly results in dull council meetings, at which members merely ratify in public what has already been decided in private.

The 'standing orders' of councils (the rules governing procedure of their meetings) usually provide for deputations to be heard. By this means certain residents or electors can appear before the council to state their case in person. It must, of course, be on a matter affecting a number of people, and not just to raise a personal grievance of one individual.

What happens in your council? Are important questions discussed fully in public session? Or does the council meeting merely confirm previously determined decisions? Is the council agenda made freely available to the public? Are council and committee minutes put down in clear language, or does the phrasing make them difficult to understand?

If you believe your council to be excessively secretive, there is another question to be asked. How do the local papers report council news? Do they give prominence to the really important items of council news, or do they make headlines of any triviality which can be twisted into a 'sensation' or a 'scandal'?

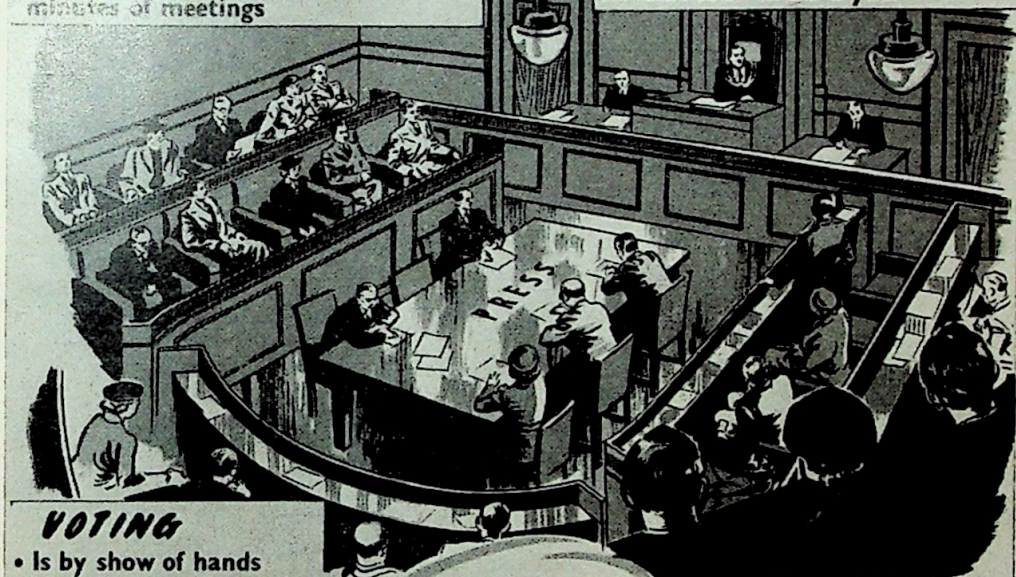
COUNCIL MUST MEET

- **CLERK** (as secretary)
- Gives notice of meetings
- Sends agenda of matters for discussion
- Records business and decisions in minutes of meetings

Annually to elect

- Chairman or Mayor
- Aldermen (if necessary)
- Committees

At least four times a year



VOTING

- Is by show of hands
- Majority may demand a "division"-members names and votes being recorded

PRESS and usually
PUBLIC admitted

SPECIAL CASE

Council may sit "in Committee"
(Press and public excluded) to discuss
difficult issues, but decisions must be
recorded at later open meeting

DUTIES

Discusses and makes
decisions on matters
brought up.

EDUCATION
HOUSING

Appoints Committees to
reduce work at full
Council meetings

In the committee room

THE GREATER PART of the work of a local council is done in the committee room. In the case of a larger authority — a county council, for example — much of the detailed work is done by sub-committees of committees.

There is nothing of the formal atmosphere of a public meeting of the full council when matters are being discussed in committee. The mayor may be present as an ordinary member of a committee, but he rarely presides, except perhaps in the case of a general purposes committee comprising all members of the council. Discussion in committee is free and often very frank. The council meeting rules about the frequency and length of speeches do not normally apply at these meetings!

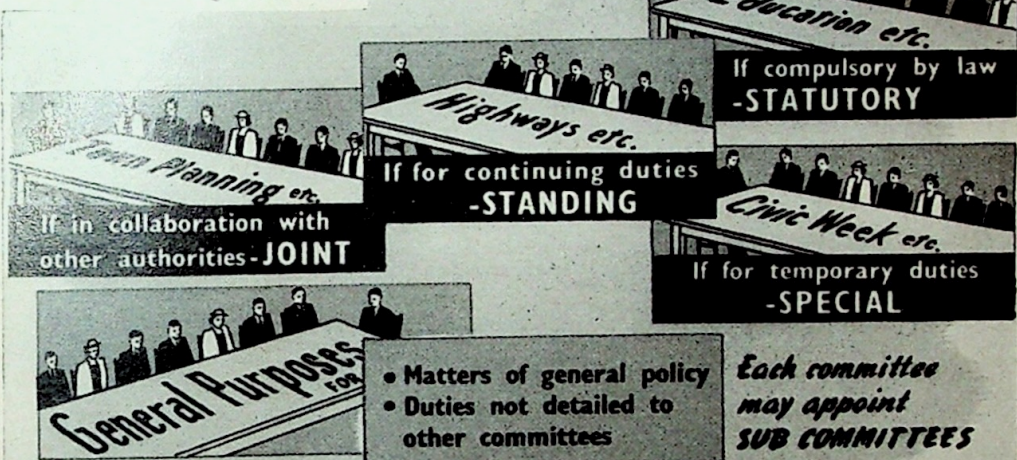
If electors could have access to meetings of committees (which all but a very few people think would be a very bad thing) they might have occasion to change their opinions about the value of various members of the council. A councillor who rarely speaks in open council may often be an active and forceful committee man, and *vice versa*.

The various committees of the council have their duties clearly defined in the council's standing orders, and they must be careful not to exceed their powers. To help them a clerk will be present to keep a record of the decisions reached. In addition, and as required, specialist officers attend to give technical advice. Thus the treasurer will attend meetings of the finance committee, and the medical officer of health will attend public health committee meetings. The town clerk will attend the more important committees in person.

As already indicated, committee meetings are often very lively, and make the task of the chairman a very difficult one. Between meetings of a committee it may be necessary for the chairman to make quick decisions. For example, the chief education officer may be faced with a problem and will turn to the chairman of the education committee for a decision. At the next meeting of his committee the chairman will have to justify any decisions made between meetings.

The size of committees varies a good deal, according to the size of the council and the importance of the work of the committee. A council of, say, thirty-two members may perhaps have fifteen members on its major committees, and nine on others. Sub-committees may consist of as few as three members.

COMMITTEES



- Rules and regulations
- Duties of officers
- Frequency of meetings
- Membership
- Voting procedure

are given in

**STANDING
ORDERS OF
COUNCIL**

Available for
reference at
PUBLIC LIBRARY

DUTIES

- Supervises work of department and receives officer's report
- Carries out Council's instructions
- Discusses matters referred to it by - Council
- Members or Officers
- Rate-payers
- Makes recommendations to Council



Finding the money—the rates

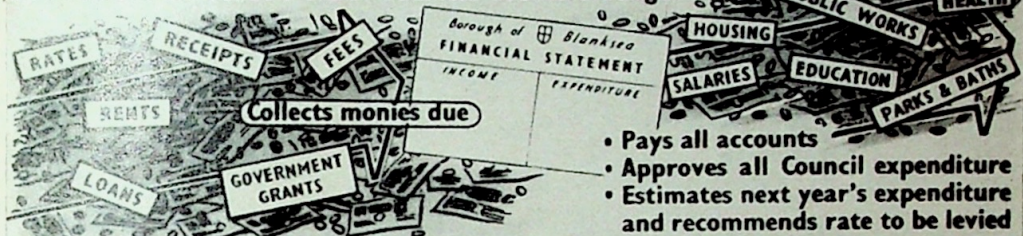
'SPENDING the ratepayers' money' is a favourite phrase of critics of local councils who vaguely imagine that their money is being used for projects of little practical value, and that even such value as is gained for the money spent benefits others and not themselves. This biased attitude arises from the fact that the people who benefit from the expenditure are those whose need is greatest, whereas the people who pay the rate bill are those who can more easily afford the money.

Generally speaking, rates are based on the letting value of houses or other property occupied. When the rating system was first devised, a person's liability for rates was largely determined on his ability to pay, because the bigger houses, which had a higher rateable value, were most often occupied by people of substantial means. Since that time, however, there have been many social changes and the size of house in which a person lives has ceased to be the same reliable guide to his wealth. Also, over the years, the central government has used various methods to change the incidence of rate burden as between different classes of ratepayers. For instance, in the period of industrial depression around 1930, the Government relieved farmers of the whole of the rates on agricultural land and derated industrial 'hereditaments' to the extent of 75 per cent. of their liability, though this has since been reduced from 75 per cent. to 50 per cent. There are many other examples of the Government having, for one reason or another, relieved particular classes of ratepayers from what would otherwise have been their share of the rate liability and it is certain that further adjustments will need to be made before the spread of the rate burden can be regarded as being reasonably fair.

Nobody likes obligatory payments and the fact that rates are obligatory is sufficient reason for people to grumble at having to pay them. Nonetheless, it must be accepted that the ratepayer has an education service, roads to travel along, domiciliary health services, the protection of himself and his property by the police and fire brigade, together with many other services for the cost to each household, on the average, of a small packet, each day, of the cheapest cigarettes one can buy.

WHERE THE MONEY COMES FROM (A)

FINANCE COMMITTEE Balances Council's budget



- Pays all accounts
- Approves all Council expenditure
- Estimates next year's expenditure and recommends rate to be levied

LOCAL RATES

- Yield about one third money required
- Levied by Borough, Urban or Rural District Council

BASED ON-

FINANCE COMMITTEE REPORT

- Estimate of next year's expenses and income
- Total rateable value of property in area

EXAMPLE

Total rateable value - £20,000
Amount required £15,000
Rate - 15/- in the £1.

INCLUDE REQUIREMENTS OF-

Local Council

County Council

Other

authorities

DEMANDED BY-

Borough of Blanksea

DEMAND NOTE

GENERAL RATE AND WATER CHARGES

Assess. No.	Description of Premises	Rateable Value	£	s	d
1245	HOUSE	28	21	0	0
Total Rates			£	21	0 0

Total Rate in the £1 - 15/-

CHARGED ON

SPECIAL PROVISIONS



RATEABLE VALUE

- Determined by valuation officers of Inland Revenue
- Valuation lists reviewed every fifth year
- Rate-payer may appeal to the Local Valuation Court

Other sources of income

MOST PEOPLE are probably unaware that the ratepayers' share of the cost of local authority services which are provided for them is not much more than one-third of the total cost. For example, in 1955/56 local government in England and Wales cost £1,149,000,000 of which the ratepayers' contribution was £403,000,000. The balance of the cost of local government services was met by way of grants from the central government (another way of saying taxpayers!) — £518,000,000, and miscellaneous items, mainly housing rents, income from school meals, fees from corporation undertakings such as car parks, market tolls, etc.— amounting in all to £228,000,000. These, of course, are very high figures and local government is clearly one of the major influences in the country's economy.

Apart from day-to-day running costs, local authorities bear very heavy capital expenditure in the provision of such things as new schools, council houses, police stations, magistrates' courts, major road improvements and a host of other public 'amenities'. The bulk of this capital expenditure is financed by loans which local authorities raise on the money market by stock issues and mortgages which are secured on the rates and revenues of the local authority concerned. In some parts of the country, principally in the industrial areas, there is quite a substantial amount of local borrowing by local authorities on mortgage security in individually small amounts of £50 or £100 or multiples thereof. Overall, the extent of these capital borrowings is very great indeed: in 1955/56 the total amount was £477,000,000.

Local authority capital expenditure is on the increase, mainly because of the need to provide educational facilities for an increasing school population and to provide an expanding economy with educated trainees capable of meeting the demands of the new industrial era. This is necessary economic investment; not mere spending.

The public is safeguarded against extravagance or inefficiency in the spending of its money. The safeguards take the form of inspectorates within the central government departments who ensure, by examination and criticism, that efficient standards of service are provided by local authorities. Also, local government finance is subject to audit by official and qualified auditors who are charged with the duty of seeing that all expenditure is legal and that no income is lost through negligence or inefficiency.

The financial integrity of British local government is beyond question; it would be unthinkable that local authorities would default in their commitments. Could financial reputation be higher?

WHERE THE MONEY COMES FROM (B)

2 GOVERNMENT GRANTS

'Block' grants to authorities according to their needs and means
'Percentage' and 'Unit' grants in aid of the cost of particular services, such as—

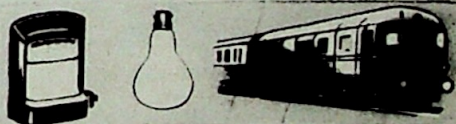


3 FEES from



4 RECEIPTS from

NATIONALISED INDUSTRIES



GAS, ELECTRICITY and TRANSPORT
Amounts due in respect of rates are calculated on national basis and distributed amongst rating authorities

5 RENTS from

COUNCIL PROPERTIES



MARKETS Etc.

6 LOANS

Can be raised with Government

For buying land, building machinery, etc.



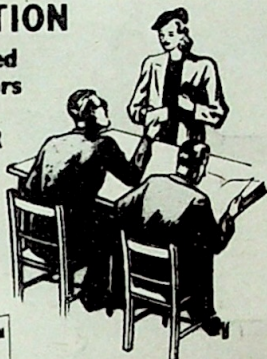
LOCAL ACCOUNTS MUST BE AUDITED YEARLY

- 18

RS ARE ELECTED

AT POLLING STATION

- 1**
- Your name is checked on Register of Electors
 - You receive a **BALLOT PAPER**



TO VOTE YOU MUST

- Be British subject over 21
- Be on Register of Electors

REGISTER OF ELECTORS
prepared by
LOCAL REGISTRATION

OFFICER

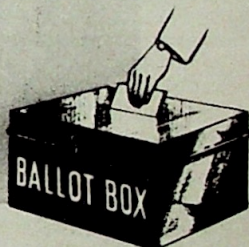
Yearly by house-to-house canvass



- 2**
- In polling booth put cross(es) against candidate(s) for whom you vote

- Completed in secret
- Must not be defaced

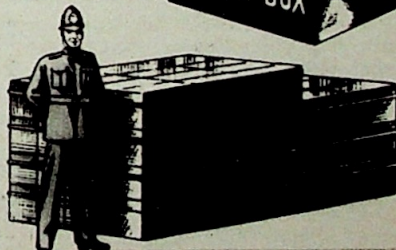
- 3**
- Place folded paper in



4 AT CLOSE OF POLL

BALLOT BOXES are—

- Taken under police escort to **COUNTING STATION**
- Opened by Returning Officer in presence of candidates and their agents who act as **SCRUTINEERS**



- 5**
- BALLOT PAPERS** are—
 - Counted to give total votes
 - Counted for each candidate
 - IF VOTES ALMOST EQUAL**
 - Papers re-counted



6 RESULTS ANNOUNCED
BY RETURNING OFFICER

Elected Councillors must send written acceptance to Clerk

The remaining pages of the book are mainly about the more detailed duties of the local authorities. These duties are the responsibility of the various committees of the council. Different councils allocate duties differently among their own committees, but those shown on the following pages are fairly typical.

Health and welfare

FIRST the public health committee: your local council has a double task in respect to health services: it has the job of preventing ill-health and of providing services for the promotion of good health.

The council refuse collection vehicle is one of the outward signs of the council's preventive health service. Street cleaning, disposal of sewage, and the inspection of houses, shops and factories to eliminate health dangers are other activities designed to prevent ill-health. It is also essential to ensure a clean food supply, and inspectors are employed to visit dairies, foodshops and slaughter-houses. Smallpox and poliomyelitis vaccination and diphtheria, whooping cough and tetanus immunisation and other preventive health measures are provided by the council, which may also arrange B.C.G. vaccination against tuberculosis for children over 13 before they leave school.

The health of mothers and young children is a particular care of the local authority, and the young citizen may receive attention even before he is born; the local authority may assist at his birth and will give help and advice through the clinic services until he is old enough to go to school—when he passes into the care of the school medical officer.

Meetings of the public health committee at which matters connected with the above services are discussed are usually attended by the medical officer of health, the public health inspector and the borough engineer. Each of these will probably present a report, and members of the committee will have an opportunity of raising any matter or asking any questions about the work of these officers and of their departments.

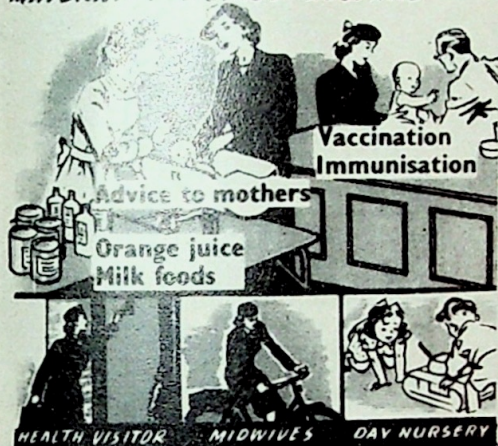
Welfare of the aged, infirm and handicapped is also a local authority responsibility — administered by county and county borough councils. Comfortable houses — as near as possible substitutes for the real thing — are provided for the elderly people in need of care and attention not otherwise available to them. Those living in their own homes are visited regularly by county welfare officers who, where necessary, arrange domiciliary help like 'meals-on-wheels,' chiropody services and so on.

Blind, deaf, dumb and others substantially or permanently handicapped are also looked after by the council. Welfare services include sheltered workshops, handicraft instruction (at centres and at home), aids and amenities, like holidays and outings and the placement in open employment.

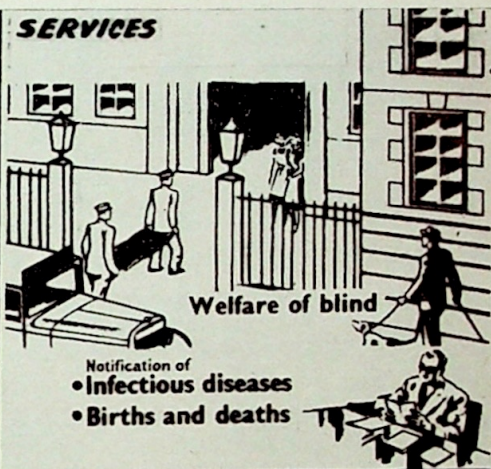
County and county borough councils usually elect a welfare committee to whom either a director of welfare services or a chief welfare officer is responsible.

Children and young people who have no home, or for some reason such as neglect, anti-social behaviour, or domestic upheaval have to leave their parents or guardians, come into the care of the Councils of Counties and County Boroughs. Then it is the responsibility of the Children's Committee working through the Children's Officer and her assistant staff, to place these youngsters in Hostels, Children's Homes or with private families as foster children and to supervise their progress in the future. In suitable cases this may include legal adoption.

MATERNITY & CHILD WELFARE



SERVICES



Dealt with by
PUBLIC HEALTH

COMMITTEE

A typical agenda may include:-



co-operating with ENGINEER

MATERNITY & CHILD WELFARE
Erection of pram shelters
Appointment of "home helps"
Purchase of motor cars for midwives

FOOD
Inspector's report
Licence for new slaughterhouse

SANITATION
Notices to be served re nuisances
Lack of dustbins in Blank Street

FOOD CARE

Registration of dairies Meat inspection



- Analysis of food & drugs
- Testing of water supply



SANITATION

Prevention of air and river pollution



The schools

LOCAL EDUCATION AUTHORITIES are responsible for all kinds of schools — for adults as well as children — and employ all sorts of people, besides teachers, to keep the schools and their important ancillary services running smoothly and efficiently.

Locally, the responsibility for providing education facilities rests with the education committee of each county or county borough council. At the same time, the central government, through the Ministry of Education, has quite a big say in things. This is because a substantial part of the money spent on education comes from funds supplied by the government out of income tax

Let us look at the schools the committee may run. For children under 5 nursery schools; from 5 to 11, primary schools; for those aged between 11 and 15 (and up to 19 if they stay that long), secondary schools — usually grammar, modern and technical, although there are others, for example, 'comprehensive', 'multi-lateral' and so on. Children who have the misfortune to be blind, deaf or otherwise handicapped, go to special schools. There they are given the very best attention most suited to their needs.

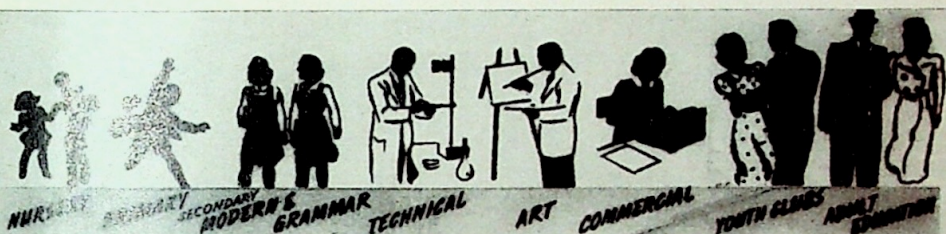
Then there are technical colleges where young people can take full or part-time courses to become engineers, caterers, dress designers, and a host of other things; and evening classes where people can study for technical examinations, or just learn about something because it is their hobby or interest.

Think for a moment of what is involved in running a school. It had to be built, of course, and someone had to design it. Now it must be kept clean, warm and in good repair. Teachers must be appointed and paid, text-books and stationery bought, school transfers arranged and inspectors sent round to see that all is going according to plan.

Someone must buy the mid-morning milk, cook the school dinners, look after the playing fields, arrange for children to see the school doctor, and see that a youth leader is appointed if there is a club in the school at night. If pupils live far from school, their transport must be provided. When they leave school they will need advice on their future career or employment and if they want to go to a university or to take some other training course, someone must see that they can be given financial help.

All this is the care of the chief education officer and his staff, who advise the education committee and carry out its instructions and decisions.

The committee's work is vitally important to us all. That is the reason why the Press is entitled by law to be present at its meetings.



EDUCATION COMMITTEE (and probably SUB-COMMITTEES)

through EDUCATION OFFICER

deals with

Appointment of teachers

Milk and Meals

Provision and maintenance of school buildings

School medical service and clinics

Youth Employment Service

School caretaker

Ordering teaching material

Playgrounds and shelters

TYPICAL AGENDA may include

FINANCE

- Grants for Travelling expenses
- Maintenance grants
- Scholarships
- Extension to Physics Laboratory

HEALTH

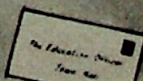
- Medical Officer's report
- Admissions to special schools
- Complaints about school meals, etc.

OTHER MATTERS

- School visit to local works
- Children's concerts
- Engagement of special Instructors
- Use of school grounds after hours

COMPLAINTS & SUGGESTIONS can be submitted

- Teachers or Officials
- Parents or Associations
- Any Ratepayer



Somewhere to live

SINCE the end of the war one of the biggest tasks to be tackled by local authorities has been that of providing new homes for those who need them. Councils were faced with a heavy backlog of demand created by the war, which both destroyed many houses and stopped the building of new ones.

But by the beginning of 1958 over 2,800,000 new houses and flats had been built in Great Britain, 2,000,000 of them by local authorities and once again councils are turning their attention to the clearing of the slums. A survey carried out by them showed that there were about 850,000 unfit houses in England and Wales. The replacement of slums and the building of houses and flats for other needs is likely to keep housing committees busy for many years to come.

One of the more interesting tasks of a housing committee is to plan the layout and houses of new estates. Councils take a pride in the quality and appearance of their houses, and the plans of their architect and surveyor are closely scrutinised. When houses are completed and occupied they usually pass into the charge of the housing manager, who acts as landlord's agent to the council's tenants.

If the housing committee is also in charge of town planning (there is usually a separate town planning committee) it has other interesting work, especially if, within the boundaries of the authority, there are still areas of war damage, or large areas of property which do not meet present-day standards, either as homes, or in layout. With the approval of the Ministry of Housing and Local Government such areas may be cleared to make way for up-to-date development. Thus it will be possible, in time, to replace many areas of crowded buildings and unhealthy homes with buildings designed to meet our modern requirements and erected to take their places in the 'town planning scheme' for the area. Some councils have plans to clear and rebuild large sections of their areas so that, in perhaps fifty years' time, we may find new towns have taken the place of the old ones.

As well as carrying out their own building plans, housing committees often have the task of regulating other building. Houses built by private builders, for example, have to conform to local bye-laws. Even to add a garage to a house requires council permission, and not only 'bye-law consent' but also 'town planning consent' is necessary. Thus a plan submitted, for instance, by a householder who wants to increase the height of his garage to enable him to keep a van in it may be approved under bye-laws, but be rejected on town-planning grounds — that a dwelling house should not be used for business purposes.

PRIVATE BUILDING

Approval
of plans

Inspection of
foundations and
drains

Inspection on
completion,
and issue
of habitation
certificate

Supervision
of roadworks

through
BOROUGH
ARCHITECT, ENGINEER,
SURVEYOR or
DIRECTOR OF HOUSING

Selection of sites

Planning and
construction of
new estates

COUNCIL HOUSES

Lettings

Maintenance
and repairs

Rent
collection

Investigation
of complaints

through
HOUSING MANAGER

Demolition of
clearance areas

Prevention of
overcrowding

dealt with by **HOUSING COMMITTEE**

*Typical agenda may
include:*

- Approval of private building plans
- New Council Estate
 - layout
 - types of houses
 - old peoples' houses
 - approval of tenders
- Demolition orders

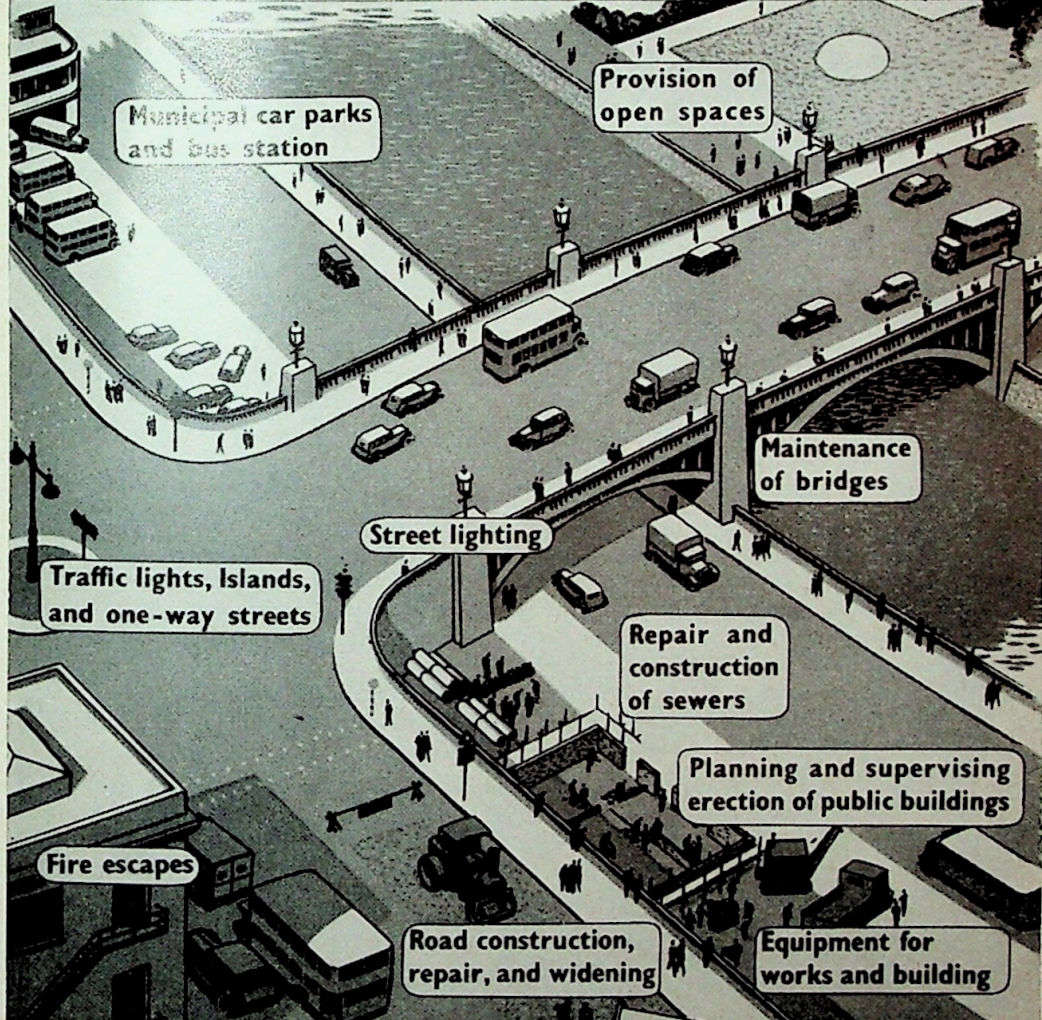
Roads, bridges and buildings

ONE OF THE most important, and certainly the oldest, of the duties of a local authority, is to keep roads and bridges in good repair. Most councils accordingly appoint a 'highways committee' or, sometimes, a 'highways and parks committee' or 'highways and open spaces committee'. Quite frequently, too, the same committee (whose principal officer is, of course, the surveyor or engineer) will be in charge of the erection and maintenance of public buildings. If this is the case the committee is likely to be called the 'public works committee'.

Not all the roads in a local authority's area are in the charge of the local council. Major trunk roads all over the country are maintained by the central government. Other roads, too, are in most areas classified as 'county' roads (looked after by the county council) and 'local' or 'unclassified' roads, which are the responsibility of the local borough or urban district council. Then there are often private roads, and although the council may repair these if they think it is necessary, the cost of repair is charged to the owners of the roads. For this reason it is quite common for the owners of a private road to ask that it be 'adopted' by the council, and thereby become a public road. When a new estate is built, for instance, the roads usually pass over to the council. As the council always insists that the roads shall be properly made up before they adopt them, the owners of the new houses usually have to pay 'road charges'.

Streets have also to be lit. They may be planted with trees, or have grass or shrub-planted verges. They have to be named and numbered and their widths and 'building-lines' determined. All these are jobs for the highways or public works committee. By no means the least of their duties is that of looking after the sewers underneath the roads.

Meetings of the public works committee are often long, because so many matters of detail have to be discussed. At council meetings, too, the chairman of this committee is frequently asked many questions by his fellow councillors, who are very often passing on questions which they have themselves been asked by members of the public.



Municipal car parks
and bus station

Provision of
open spaces

Maintenance
of bridges

Street lighting

Traffic lights, Islands,
and one-way streets

Repair and
construction
of sewers

Planning and supervising
erection of public buildings

Fire escapes

Road construction,
repair, and widening

Equipment for
works and building

Typical agenda may include-

- Plan for new police station
- Application to lay underground cables
- Road widening and repairs
- Purchase of new cement mixer
- Erection of traffic lights
- Complaints re 'bus stop



through **BOROUGH ENGINEER**
Surveyor and/or Architect
and his Department.

Cultural services

FIFTY YEARS AGO there were less than 5,000,000 books in all the public libraries of the country; today there are over 66,000,000 and nearly half the total population make some use of public library services every year.

Local authorities were not forced to provide public libraries — they came by public demand. The librarians are there to give help to the borrowers who need it. School children are helped in their reading in their own special department; students use the library for research and background reading; business and professional men call on the facilities in the reference department for factual information. And millions simply want to read for pleasure and instruction. To assist the readers young and old, booklists and bulletins are published, book displays are arranged and book talks and other similar activities are often organized.

In some libraries gramophone record collections are provided and a very few libraries have picture lending schemes. Library service is often given to hospitals, prisons and aged or house-bound people. Books are taken by mobile libraries to remote rural areas and to some suburban districts. It is a case of books for all everywhere.

As with the libraries, the tendency in museums is increasing to present exhibits in an interesting way and to vary the display frequently in order to attract a wider public than will go along simply to view collections of fossils, old coins, stuffed birds and the like.

Increasingly, too, though perhaps not so quickly, local authorities are building or borrowing collections of art. It is possible that from the exhibitions of a local Art Group may grow the nucleus of a local art collection.

A few councils also make provision for those interested in music. Municipal orchestras and choirs have been formed and concerts arranged have attracted large audiences. Along with civic theatres, such activities will no doubt develop in the future.

The provision of cultural services such as these may be the responsibility of a particular committee, reporting to the council in its own right. In other cases the work is dealt with by sub-committees, probably working under the education committee.

LIBRARIES AND MUSEUMS



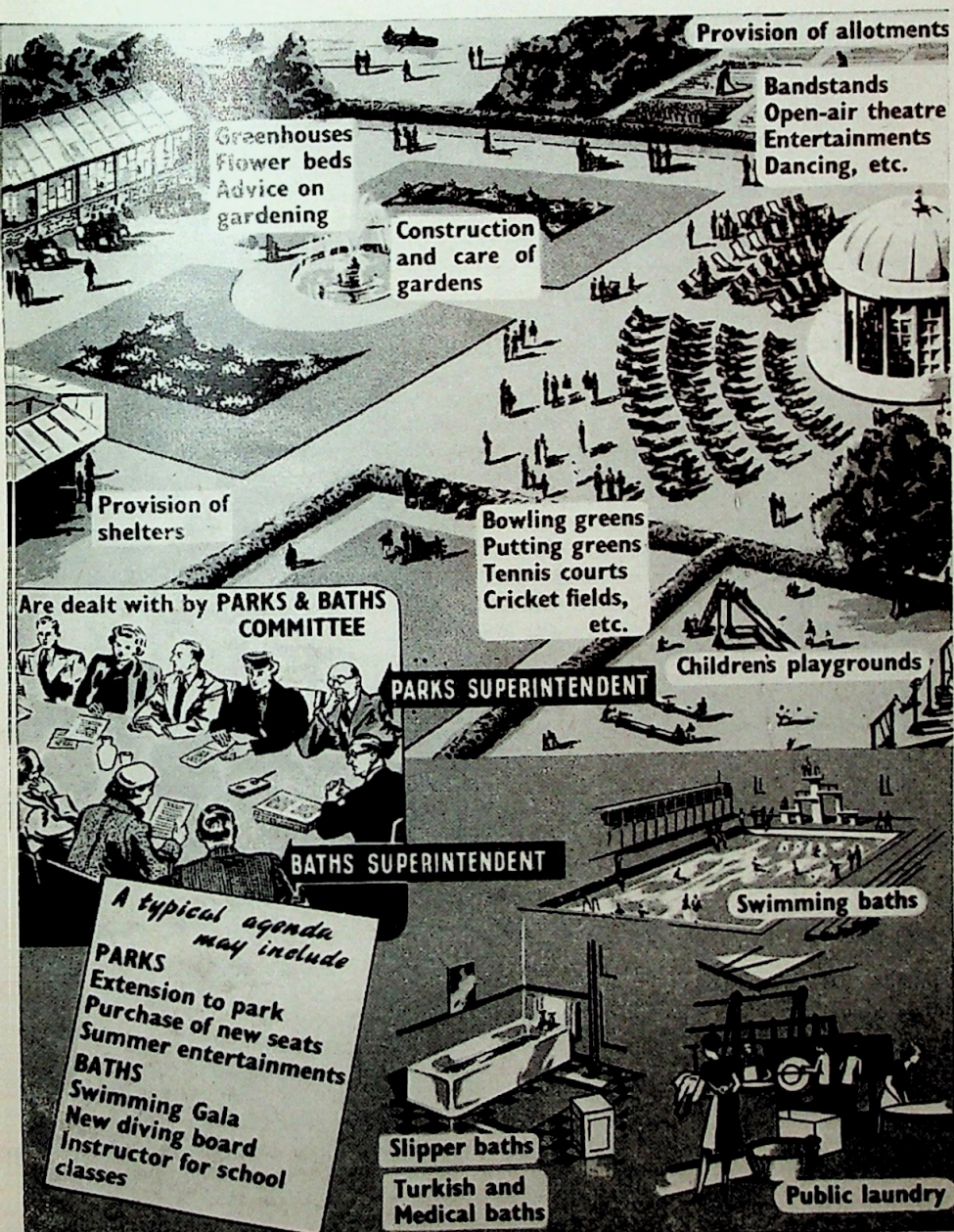
Fresh air and cleanliness

PUBLIC PARKS and swimming baths are generally the responsibility of a parks and baths committee. This may at first appear to be a strange combination, but the connection will be clear when we realize that both facilities are concerned with health and recreation. Each is normally served by its own superintendent. Sometimes allotments, provided by local councils if there is demand for them, also come within the sphere of the parks and baths committee.

Local councils, especially in crowded areas, are always on the look-out for pieces of land suitable for parks and playing fields. Sometimes an old house with large grounds falls vacant and the council may acquire it for a park, perhaps using the house itself as municipal offices, or as a library or museum. Local authorities sometimes join together to acquire open land bordering their boundaries to develop as playing fields and open spaces. London's 'Green Belt' has been established largely in this way.

The duties of the parks and baths committee do not end with the establishment and maintenance of open spaces and swimming baths. The Local Government Act of 1948 allows local authorities to provide entertainments of any kind, including dancing, theatres, concert halls and orchestras, etc., up to the product of a sixpenny rate. As indicated in the previous chapter, a few authorities already take advantage of this in the provision of municipal orchestras and concerts. Dancing, swimming galas and municipal sports days have also been arranged.

The baths provided by local authorities are of several quite different kinds, although they may all be housed within a single building. In many of our big towns there are innumerable houses without bathrooms, and municipal bathrooms, usually called 'slipper baths', are provided. Then there are turkish baths and foam baths, taken by some people as a luxury, and by others under doctor's orders; once installed, these are often quite profitable to the local authority. Communal laundries are often established, where housewives may tackle their weekly wash under ideal conditions. Finally, there are the swimming baths. The largest pool in a swimming bath is generally so built that in winter it may be covered and converted into a hall suitable for dancing and concerts.



For your protection

LOCAL GOVERNMENT is the citizen's shield against crime, fire, and civil disaster — in peace and in war. And its three main arms of protection are the police, fire brigade and civil defence services, all of which come under the central authority of the Home Office.

Even among Britain's institutions, few are as complicated and diverse in their structure as our police system. In some ways the force is highly centralised; yet hundreds of separate police authorities exist, and these authorities are appointed in ways that often defy logical explanation. London police (except in the City of London) are under the direct control of the Home Secretary. In other parts of the country local authorities play a large part in police administration. Some non-county boroughs (those whose population exceeds half the population of the county) have their own police force; others have not. A study of the information given on the opposite page will reveal further inconsistencies.

Yet the system has a practical justification and is successful enough to be a legitimate source of national pride. The British citizen wants his police force to be efficient, and welcomes a fairly strong central directing authority — the Home Office. But he is determined that the policeman shall be his servant and not his master, and is accordingly glad to know that local watch committees and standing joint committees exercise some control over local police on his behalf as ratepayer. (Londoners, of course, lack this satisfaction.)

Although conditions of pay and service are uniform throughout the country, there is a pleasing external variety about our policemen from district to district. The policeman directing traffic at the Mansion House wears a different helmet from the constable in Trafalgar Square. It is pleasant for the Londoner to step out of the train in Manchester and notice that the police sergeants carry walking sticks.

The prevention and detection of crime remains the most dramatic of the policeman's duties, but in the last few decades the control of traffic and the prevention of road accidents has become at least equally important. Local authorities have set up road safety committees to assist in this direction, and many education authorities also employ traffic wardens in the interests of the safety of children on their way to and from school. Nevertheless, with all these provisions for our safety, we must realize that the only sure way of avoiding accidents on our roads is for each individual to avoid careless action when using the roads.

The fire service is the responsibility of county and county borough councils, though there are a few exceptions where, on grounds of efficiency or economy, neighbouring authorities have combined to run a single brigade.

The Civil Defence Corps is a voluntary civilian organisation raised by all county, county borough and metropolitan borough councils (and six selected non-county boroughs) in their role of "Corps Authorities".

Each authority is responsible for organising its own local division of the corps — recruiting, training and equipping personnel and making plans to deal with any emergency or disaster which may befall — in peace or in war. Members of the corps have rendered valuable help and distinguished themselves in peacetime catastrophes such as floods, rail crashes and the like.

POLICE

Central authority is **HOME OFFICE** (*Home Secretary*)

*LOCAL AUTHORITY
must comply with
HOME OFFICE
regulations*



- Approves size of local force
- Prescribes pay and conditions of service
- Pays 50% of cost

CITY OF LONDON POLICE

(Chief Officer—Commissioner)
Authority — Court of Common Council



METROPOLITAN POLICE

- (Chief Officer—Commissioner)
- Controlled directly by Home Secretary
 - *C.I.D. at Scotland Yard will help any police force on request.*

COUNTY POLICE. Authority—STANDING JOINT COMMITTEE

consisting of
JUSTICES OF THE PEACE

COUNTY COUNCILLORS
in equal numbers

- Appoint Chief Constables
- Decide strength of force and districts

COUNTY BOROUGH POLICE (AND SOME BOROUGHES)

- Authority—WATCH COMMITTEE
- Appointed by Council
 - Includes Mayor and not more than $\frac{1}{3}$ of Council
 - Not responsible to Council

DUTIES

- Prevention and detection of crime
- Maintenance of order
- Enforcement of Traffic Regulations
- Prosecution of offenders, etc., etc.



POWERS

- May arrest without a warrant
 - If felony committed or suspected
 - In some cases of misdemeanour
 - In some other instances

Anyone assaulting or obstructing a policeman in execution of his duty may be arrested

IN EMERGENCY

Dial 999 or press special button



YOUR DUTY AS A CITIZEN

TAKE an interest in local affairs *and* **LEARN** what your council does for you



ATTEND council meetings open to the public - and hear what takes place

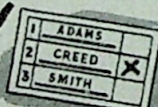
At **ELECTION** time



• Study election addresses

- Attend meetings
- Decide on the person you consider your best representative

and



USE YOUR VOTE!

JOIN a local association
Discuss council activities
Suggest improvements, etc.



READ reports of committee and council meetings - in your local paper

READ minutes of council meetings - available in public library or town hall



LEARN what other towns are doing
- read Local Government Magazines

GET ACQUAINTED with the councillor for your ward or division - send him your complaints or suggestions



COUNCIL PROPERTY

belongs to you and your fellow citizens. Look after it and see that others do the same



Do you know?

1. In what type of local authority area is your home situated?
2. What is the adult population of your town (village)?
How many vote in the (a) municipal and (b) parliamentary elections?
3. Do you know the names of the officials responsible for the various aspects of local government in your area, and where are their offices? (Refer to illustrations on pages 5, 7, and 9.) Prepare a comprehensive list showing services, names of officials, and addresses of offices.
4. What are the names of the (a) mayor (or the chairman of your council) and (b) local members of council?
5. How many aldermen and councillors sit on your council? Make a list of their names and find out which districts the councillors represent.
6. (a) Council meetings are usually held on a fixed day in each month, e.g. the first Wednesday. When does your council meet and what committees are there in your council?
(b) Who are the chairmen of the various committees?
7. Where are you able to see a copy of the minutes of council meetings? Obtain newspaper reports of council proceedings and compare them with the official minutes. If you have more than one local newspaper, compare accounts of the same meeting in each paper.
8. (a) How much in the pound is to be paid in rates in your area? Look at the back of a rate demand note and examine the amounts for the various services.
(b) How are your rates paid? In what other ways might they be paid? (direct in full, monthly, quarterly, with rent, etc.).
9. What is the difference between rates and taxes? Find out as many ways as you can, in which taxes are paid, directly and indirectly? (licences, purchase tax, income tax, etc.).
10. Are there any other sources of income for your council? (council property, transport, baths, parks, etc.).
Examine a copy of your treasurer's annual abstract of accounts. This will show in detail from where funds have been received and how they have been spent.
11. Where are your nearest (i) clinics, (ii) hospitals? How would you obtain an ambulance in an emergency?
Are there Children's Homes in your area and who is responsible for them?
Do you know of any family caring for a foster child? By which department is the child supervised?
12. Who is responsible for the collection and disposal of refuse and sewage in your area?
13. Who is responsible for running the schools in your area?
14. Can you name any of the following types of schools in your area?
(i) Nursery, (ii) infants, (iii) juniors, (iv) secondary.
15. Are there any of the following educational establishments near your home? (if not, where are the nearest?)
(i) evening institutes, (ii) day continuation schools, (iii) technical college, (iv) university.

16. What plans are being worked upon by your housing committee?
Obtain, or prepare, plans of local housing development.
Are there any 'slum' areas scheduled for clearance?
17. What proportion of your rates is spent on highways (normally including street cleansing) and street lighting? See the back of a rate demand note.
18. (a) Which are the first class roads (second class and third class) in your area?
Prepare a sketch map showing the places connected by these roads.
(b) Are there any arterial or by-pass roads in your area? What are their purposes?
(c) How many types of road surfaces are to be found in your area? (tarmacadam, wood blocks, stone sets, concrete, bitumen, etc.). What are the advantages or disadvantages of each?
19. (a) What plans are being considered (if any) by your council for road improvements in your area?
(b) In what sections of roads do you think improvements are necessary? (road widening, dangerous corners or cross-roads, use of traffic signals, pedestrian crossings). Have you an accident prevention committee before which your recommendations can be placed?
(c) Are there any one-way road systems in your area?
Prepare sketch plans. Why were they introduced?
20. Are there adequate provisions for car parking in the busy shopping and business areas?
21. How many types of bridges are to be seen in your area?
22. What type of street lighting is there in your area? Have you any criticism of it from the aspect of road safety?
23. Have you (a) a public library, (b) a museum, (c) an art gallery? Make a study of the organization of each.
24. What other cultural services are provided by your council? (music, lectures, etc.).
25. How many voluntary cultural organizations are there in your area? Deal with juvenile and adult organizations separately.
26. (a) How many of the services shown in the illustration on page 31 (parks and baths) are available for you? What income is received by your council from each?
(b) Are there plans for the future development of any of the above?
27. In which police division is your home and school situated? Where is your nearest police station?
28. (a) At which points in your district are police to be found on point duty?
(b) Are traffic wardens employed in your area?
29. How would you communicate, in any emergency, with (a) the police, (b) the fire brigade.
30. (a) Where is your nearest fire station?
(b) How many air-raid warning sirens are there in your town and where are they located?
31. Where are the nearest courts for the following: (a) juvenile offences, (b) petty sessions, (c) assizes, (d) quarter sessions, (e) county court.

YOUR HOME

Care of your Home:

A series of fully illustrated manuals presenting practical information on the care and maintenance of your home and garden.

Handguides:

A new series of books to guide the handyman in the use of various tools and implements. Each title is fully illustrated in colour.

YOUR HEALTH

A complete series of illustrated manuals on First Aid, Nursing and Hygiene. These are official publications of the St. John Ambulance Association, the St. Andrew's Ambulance Association and the British Red Cross Society.

YOUR SPORT

The most popular and comprehensive series of official coaching books available. The "Know the Game" series gives complete and illustrated explanations of the rules. The "Play the Game" series is designed to give expert coaching advice for better play and enjoyment.

YOUR TRAVEL

E.P. SLIDEBOOKS, a new series on famous and well-loved places in Britain and European Countries. 8 unique colour slides in a book of detailed and illustrated commentary on the area. 18s., including 8 Epislides.

SEE THESE BOOKS AT YOUR BOOKSELLER OR WRITE TO
EDUCATIONAL PRODUCTIONS LIMITED

EAST ARDSLEY, WAKEFIELD, YORKSHIRE

Social Studies 9/6.

School Library Assoc.

Teacher's Guide 150

Local Gov. in Eng. & Wales

Structure of Local Gov.

W.C.I.

Col.



Published by

E.P. PUBLISHING CO. LTD.

for

EDUCATIONAL PRODUCTIONS LIMITED

17 Denbigh Street London SW1

in collaboration with the

**NATIONAL and LOCAL GOVERNMENT
OFFICERS ASSOCIATION**

1 York Gate Regents Park London NW1

1st Edition - - 1951

2nd Edition - - 1954

3rd Edition (revised) - 1959

Total copies printed 51,000